



CALIFORNIA CORRECTIONS STANDARDS AUTHORITY

2006 FEDERAL MINORS DETENTION REPORT

INSTRUCTIONS

GENERAL INFORMATION

- Agencies that operate secure juvenile detention facilities are required to complete this report each time a minor is held in the facility, solely as a Federal Government hold (typically via the Bureau of Immigration and Custom Enforcement).
- A separate report form is to be completed for each such minor held.
- Only complete and submit this form after the minor has been released
- This form is to be submitted to the Corrections Standards Authority by the 10th of the month if any solely federally government minor were held and released during the preceding month.
- All sections are to be completed before submission.
- In the spaces provided at the bottom of the form, provide the signature, title, date and telephone number for **both** the reporting person and the facility manager.
- Please return all completed surveys by one of the following:

Mail: Corrections Standards Authority

Attn: Report Analyst

600 Bercut Drive

Sacramento, CA 95814

Fax: (916) 327-3317; **or**

Email: Analyst@cdcr.ca.gov

- Forms may be downloaded from our website at:
www.cdcr.ca.gov/DivisionsBoards/CSA/status_offenders.htm
- If you have any questions regarding the **2006 Federal Minors Detention Report**, please contact Allison E. Ganter, Field Representative, Corrections Standards Authority at (916) 323-8617 or email at allison.ganter@cdcr.ca.gov.

INSTRUCTIONS FOR SURVEY SECTIONS

SECTION A:

Name of facility: Enter the name of your Juvenile Detention Facility.

County: Enter the name of your county.

Type of facility: Please check the box to the left of the list that applies to your facility type.

SECTION B:

Name of minor: Enter the name of the detained juvenile.

Time of intake: Please fill in the hour (in military time), month, day and year that the juvenile was booked into your facility.

Time of release: Please fill in the hour (in military time), month, day and year that the juvenile was released from your facility.

SECTION C:

Number of hours minor was held: Check the appropriate box (left of selections) for time period that the minor was held in your facility as a federal detainee only.

SECTION D:

Reason for Hold: Please check the appropriate box for the reason the minor was held.

SECTION E:

This section requires that **both** the reporting person **and** the Facility Manager sign and date the report. Please print both names and include each person's title and telephone number.